

Reference No.

XCE 2- 201

Engineering Division Personnel

15 May 1952

Chief, Engineering Division

Correspondence Log (General) -- (This Order does not apply to ERO Letters, to Catalog Letters, or to Procurement Memos.)
ENGINEERING DIVISION ORDER #33-52

1. Log Numbers

A. Outgoing:

The log number shall consist of letter X, letter C (for Commo), letter E (for Engineering), last digit of the calendar year, dash, and a number in chronological sequence.

Example: XCE2-501 for 1952
XCE3-206 for 1953

B. Incoming:

The log number shall consist of letters XCE, last digit of the calendar year, dash, and a number in chronological sequence.

Example: XCE2-312 for 1952

2. Log

The log shall consist of two parts, using the standard Engineering form. One part shall be for incoming correspondence; the other part for outgoing.

3. Tickler files:

A. A tickler file shall be kept on correspondence which comes in for coordination or on routing and which must be forwarded. The correspondence itself shall be given an incoming log number only. The "Action" on the log will denote forwarding date. A 3 x 5 card file is suggested for this purpose. The "H" number shall be entered on the card, and the routing within Engineering if desired. The card shall be placed in a file box until the correspondence is sent out, at which time the card shall be removed, and the entry crossed out. (One card may be used several times.)

B. The "chronos" copy of outgoing correspondence being sent out for coordination or signature, filed in a suspense folder, will serve as a check on the action on correspondence originating in Engineering. When the

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correspondence actually clears the office, the outgoing date is noted on the chrono copy, which is then placed in the chrono file.

3. "Suspense" dated correspondence:

Incoming correspondence having a suspense date for action shall be logged in as above. In addition a tickler file shall be kept in a 3 x 5 card file, indexed by the days of the month. The "X" log number shall be entered on a paper or a card, and the routing of the correspondence shown. The card, or paper shall then be filed under the due date. When the correspondence clears the office, the tickler entry shall be removed from the file.

4. Operation of System:

The correspondence log shall be controlled and operated by the person designated as mail clerk in the Office of the Chief, Engineering Division. Originators of correspondence shall stamp, or type, in the upper right corner of original and copies of each piece of correspondence:

"Reference No.

The originator's file copy shall be forwarded to the Engineering mail desk with the correspondence. The mail clerk shall mark all copies with the proper log number and return the originator's copy.


Acting

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